



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

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Fifth District

July 30, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES' (DCFS) REQUEST TO
APPOINT MANAGEMENT POSITION – DEPUTY DIRECTOR, CHILDREN & FAMILY
SERVICES**

Consistent with the August 4, 1998 Board-approved policy on management appointments, we received a request from DCFS to appoint Trish Ploehn to the position of Deputy Director at an annual salary of \$115,000 (\$9,583.33 per month – 2nd quartile of R14). The item is fully funded in DCFS' FY 2003-04 Adopted Budget and is vacant. Attached is a copy of the Department's organizational chart for your reference. The organizational chart is a draft of DCFS' proposed reorganization which has not yet been finalized by the department and submitted to my office for approval.

Ms. Ploehn will be responsible for Services Bureau 4. At this time, it is anticipated that this bureau will include SPA 7, SPA 8 and Adoptions.

Ms. Ploehn has been an employee of DCFS for 24 years beginning as a Children's Treatment Counselor and progressing to Division Chief with extensive experience in many areas of DCFS including case management, emergency response, emancipation and training. Although your Board approved a reaffirmation and expansion of our current hiring/promotion freeze policy, we recommend approval of the department's request. As you know, the department has had several interim Deputy Directors for an extended period of time, but permanent leadership is needed.

Each Supervisor
July 30, 2003
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The requested annual salary of \$115,000 (which is 5 percent below control point) will provide a 27.5 percent salary increase for Ms. Ploehn. The requested salary is 6 percent lower than DCFS' current lowest paid Deputy Director and 9 percent lower than the two highest paid Deputy Directors. Based on the above, we concur with the Department's request to appoint Ms. Ploehn to the position of Deputy Director at an annual salary of \$115,000 effective August 13, 2003.

In accordance with the policy on managerial appointments, unless we hear otherwise from your offices by August 12, 2003, we will notify Dr. Sanders that he is authorized to proceed with the appointment of Ms. Ploehn.

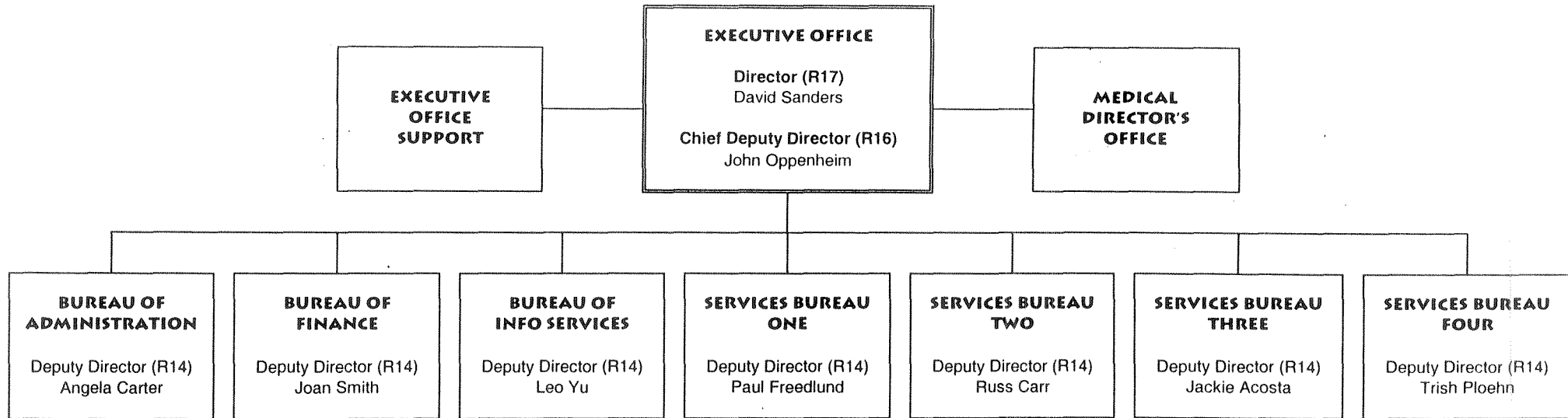
Please let me know if you have any concerns about this appointment, or your staff may contact Claudine Crank of this office at (213) 974-2356.

DEJ:DL
KH:CC:kd

Attachments

c: Executive Officer, Board of Supervisors
Director, Department of Children and Family Services
Director of Personnel

LOS ANGELES COUNTY
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
PROPOSED ORGANIZATION STRUCTURE (AS OF JULY 23, 2003)



Patricia S. Ploehn, LCSW

**Master of Social Work (MSW)
Administrative Tract (Graduated with Honors)**

**California State University
Long Beach, CA**

**Bachelor of Arts Degree
Sociology**

**California State University
Los Angeles, CA**

**Associate of Arts Degree
Liberal Arts**

**Pasadena City College
Pasadena, CA**

California Licensed Clinical Social Worker (LCSW) LCS# 16557

PROFESSIONAL EXPERIENCE

**LOS ANGELES COUNTY
DEPARTMENT OF CHILDREN AND FAMILY SERVICES (1979-Present)**

- 2003-Present **Division Chief – Adoptions Division**
Management of Adoptions Division with responsibility for all public adoptions in Los Angeles County. Staff in excess of 500 and a budget in excess of \$24 Million.
- 2001-2002 **Division Chief – Staff Development and Training Division**
Management of all department staff training, clinical licensure, social work internships and educational programs. Responsible for a staff of 60+ and a budget in excess of \$9 Million.
- 2000-2001 **Division Chief – Strategic Planning Division, Performance Indicators Division, Research Section and Training Section**
Responsible for the development/reorganization and ongoing administration of the above four divisions and sections of the Bureau of Information Services. Additionally, responsibilities included planning and development of the Department's Geographic Information Systems (GIS) Lab. Budget responsibilities in excess of \$9.5 million.
- 1999-2000 **Division Chief – Strategic Planning Division**
Managed departmental long range planning. This division produced the first Strategic Plan for the Department – Looking Ahead, Strategic Plan 2000
- 1999 **Interim Division Chief – Emancipation and Special Services Division**
Managed all department emancipation programs including: Housing Program, Job Program, Independent Living Program, Alumni Resource Center, Adolescent Program and Special Events

- 1997-1999 **Training Director**
Managed the Department's Training Section. The Training Section provides orientation, advanced, and enhancement training to all levels of DCFS staff through direct provision, contractual agreements and purchased training. Management of the University Consortium contracts. Oversight of the Departments' \$300,000 Training budget.
- 1989-1997 **Assistant Regional Administrator**
Managed 100+ Supervisors, Social Workers and clerical support staff in various programs such as Emergency Response, Family Maintenance/Reunification and Permanency Planning throughout various regions.
- 1985-1989 **Supervising Children's Social Worker**
Supervised 10 CSWs and clerical staff in the Emergency Response Section.
- 1980-1985 **Children's Social Worker**
Provided social work services to all family members on Family Maintenance, Family Reunification and Permanency Planning caseloads.
- 1979-1980 **Children's Treatment Counselor**
Provided direct service, care and treatment to children birth to 18 years-of-age in MacLaren Children's Center.

DEPARTMENT OF PUBLIC SOCIAL SERVICES

- 1976-1978 **Eligibility Worker**
Determined eligibility and provided services for recipients of Aid to Families with Dependent Children (AFDC), Food Stamps and Medi-Cal.

PROBATION DEPARTMENT

- 1976-1978 **Group Supervisor**
Provided direct service and care to wards of the Juvenile Court placed in Los Padrinos Juvenile Hall and Dorothy Kirby Center.

PRIVATE SERVICE AGENCIES

- 1991-1994 Community Family Guidance Center, Cerritos, CA
Therapist (part-time) – Child and family counseling
- 1981-1985 Su Casa Family Crisis and Support Center, Lakewood, CA
Counselor (part-time) – Conducted telephone intake interviews and ongoing, in-person counseling to women and children in a residential facility for victims of domestic violence.



DAVID SANDERS, PH.D.
Director

County of Los Angeles DEPARTMENT OF CHILDREN AND FAMILY SERVICES

425 Shatto Place, Los Angeles, California 90020
(213) 351-5602

July 24, 2003

Board of Supervisors

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First District

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Second District

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Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Sharon Harper, Assistant Chief Administrative Officer
Chief Administrative Office

From: David Sanders, Ph.D.
Director

AUTHORITY TO PROMOTE DEPUTY DIRECTORS

To implement the Service Planning Area (SPA) based delivery system as directed by the Board, in December 2002 the Board approved the reorganization of the Bureau of Children & Family Services. This replaced the single bureau of 3,827 employees under a Sr. Deputy Director and two Sr. Division Chiefs with three bureaus, each headed by a Deputy Director. Having concluded the recruitment process to fill these three positions, I am requesting authorization to appoint the following individuals:

Russell Carr and Patricia Ploehn - DCFS
Jacqueline Acosta - Department of Mental Health

Included in the formation of the three bureaus was a greatly expanded role and expectation of the Department to be implemented through each new Deputy Director. Specifically, to develop and implement several major initiatives to improve consistency and quality of decision making; to ensure for prompt permanence for children; to establish community-based and neighborhood-based shelter and foster care options and; to establish an effective decentralized delivery system of community-based and family-centered services.

To ensure for a salary commensurate with the expanded job expectations, to provide for a rate representing a level appropriately higher than existing subordinate level managers, and to the extent possible, provide a rate that represents equity amongst Deputy Directors in like DCFS organizational operations, I am seeking authorization for the following salary rates as provided for under County Code provisions for MAP Managers.

Appoint both Mr. Carr and Ms. Ploehn to Deputy Director, DCFS Range 14 at an annual salary of \$115,000 (below the control point of the range). While this represents a 17.7% increase for Mr. Carr and a 27.5% increase for Ms. Ploehn, the \$115,000 rate remains the lowest of all Deputy Directors in DCFS.

Sharon Harper

July 23, 2003

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A salary rate of \$126,577 is requested for Jacqueline Acosta, which represents a 10% increase over her current salary.

A review of subordinate managers' salaries is provided on the attached salary chart. This includes Regional Administrators and Division Chiefs, subordinate managers to the proposed new Deputy Directors.

Your favorable reply is greatly appreciated. If additional information is needed, please contact me or Ginger Vadurro of Human Resources at 213 351-5524. I am anxious to announce the appointments as soon as possible.

DS:rc

Attachment